



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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MEMORANDUM

To: District Authorized Representatives
From: Karen B. Crogan, School Discipline Data Manager
Date: August 23, 2012
Re: School Discipline Registered User Verification

I would like to thank all districts for successfully completing their school and district discipline reports for last year. Many of you are already familiar with this process, but with so many new administrators, I ask everyone to read this memo in its entirety because some steps have changed.

School Discipline is a Web-based application that utilizes a role-based security protocol. Approved users will receive a User Name from the OPI. New passwords are generated internally by the application and e-mailed to the user upon request. The same security protocol is used by other OPI applications such as MAEFAIRS, Child Count, Transportation, and Traffic Ed, allowing a single User Name to be used for multiple applications and fewer passwords to remember. A clarifying memo will accompany individual user's login notification.

The attached report lists the names of last year's registered users by district and school. Please print a copy and indicate whether to keep (**OK**) or delete (**XX**) in the action column for each user on the list. Add new users below the signature block or on a separate sheet of paper. Remember to indicate the school(s) and/or district(s) to which each new user should be assigned. When your review is complete and any necessary corrections have been made, please sign and return the report to me. The OPI Security Officer will generate the User Names and make the district/school assignments that you have authorized.

It's important to note that school-level access allows data entry and submitting to the district only. District-level access is limited to viewing reports and submitting data to OPI at the end of the school year. All schools **MUST** be submitted individually to the district before the district will be able to submit.

Schools are encouraged to enter data as soon as possible following an incident. This application uses AIM student data, which are current as of the date of data entry, so waiting until the end of the school year to enter all incidents is not considered best practice. Enrollment or program changes, particularly special education, that occur between the date of the incident and the date of data entry can affect the school's ability to enter discipline incident data. Correction of any errors in the student data must be made in the AIM system, which means they will not be available to the application until the next business day.

This year the application is scheduled to open September 17, 2012 and will close June 30, 2013.

To summarize: **the district Authorized Representative must sign the Verification Report and return it to the OPI as soon as possible (mail, fax, scan/e-mail)** even if there are no changes. Users will not receive logins or have assignments made until the signed report has been received.

If you have questions regarding the information in this notice, please contact me by e-mail kcrogan@mt.gov or by telephone (406) 444-0685.

Thank you.
Attachment